



Baltimore City's Tree Planting Request Procedure

TREE PLANTING AGREEMENT:

The adjoining property owner submits a dated and signed agreement, requesting tree planting on City property to:

Baltimore City Department of Recreation and Parks' Forestry Division
2600 Madison Ave.
Baltimore, MD 21217

Please include planting address, if different from owner address, location and species preference (final placement and tree selection is determined by the Forestry Division).

The adjoining property owner:

- 1) Owns the property adjacent to the area to be planted.
- 2) Insures that no raised planter box or anything that impedes the free flow of water will be installed at any time around the tree.
- 3) Understands that any existing raised tree planter boxes will be removed prior to tree removal and/or tree planting.
- 4) Insures the roots of the tree will be saturated after planting with 20 gallons of water once to twice a week, April through November, for a minimum period of two years.
- 5) Understands that the tree is the property of the city of Baltimore and that pruning requires written permission from the Forestry Division.

No Pit in Concrete (NPC) and provided a tree can be placed at this location:

- 1) A Tree Planting Agreement is submitted to Baltimore City Department of Recreation and Parks' Forestry Division – 2600 Madison Ave. Baltimore, MD 21217
- 2) The adjoining property owner requests Forestry to mark the pit location on the concrete.
- 3) Once the site is determined to be acceptable for planting by the Forestry Division, the surface of the concrete is marked with orange in order to trace the location.
- 4) The adjoining property owner agrees to contact Ms. Utility to mark the ground for any underground utility conflicts.
- 5) If there is no utility conflict, the adjoining property owner:
 - a) Has the pit cut.
 - b) Has all loose concrete removed and discarded.
 - c) Has the pit backfilled with topsoil, leveled to the surrounding ground to avoid a tripping hazard, and to add needed amendments to the soil.
- 6) After the pit is cut and leveled, the requestor must inform the Forestry Division (410) 396- 6109 or 6110 (all of the above must be accomplished before the location is placed on the planting list).

REQUEST FOR TREE PLANTING PERMIT:

Tree planting permits will be issued under the following conditions:

- 1) A Tree Planting agreement is submitted to Baltimore City Department of Recreation and Parks' Forestry Division – 2600 Madison Ave. Baltimore, MD 21217.
- 2) Spacing is available for tree.
 - Site factors include overhead and underground utilities, sidewalks, wheelchair accessibility, driveway locations, other landscape features, tree lawn widths, signage conflicts, street lights, visibility hazards and land use patterns. In addition, the mature tree's characteristics, height and width, and the intended use determine the final spacing requirements.
- 3) Species selection and planting location is finalized by The Forestry Division.
- 4) The tree to be planted must meet the American Standard for Nursery Stock (ANSI Z60.1) and at no time will the minimum caliper be less than 2" to 2.5", with the lowest limb height no lower than 6' (feet) from the ground.
 - Height measurements shall be taken from ground level for field grown stock and from the soil line for container grown stock, which should be at or near the top of the root flare.
 - Caliper measurement of the trunk shall be taken six inches above the ground up to and including four-inch caliper size.
 - The height of branching specification shall bear a relationship to the size and kind of tree, so that the crown of the tree is in good balance with the trunk.

Once a tree is planted, the adjoining property owner is responsible for watering the tree at once with 20 gallons of water and at one-week intervals for a period of two years. A tree care maintenance door hanger with instructions and care tips will be administered by the Department of Recreation and Parks' Forestry Division at the time of planting.

Raised planter boxes or any other object that limits the free flow of water to the tree are not permitted in or around tree pits.

By applying for a tree, the applicant understands and agrees to all of the conditions listed above:

Sign Here: _____

Date: _____

Printed Name: _____

Address for tree: _____

City: Baltimore State: MD Zip: _____

Daytime Phone Number: _____

Address if different from tree location:

Information of Organization other than Property Owner responsible cutting pits and/or watering and/or planting:

Name of Organization: _____

Name of Contact Person: _____

Daytime Contact Number: _____

FOR OFFICE USE ONLY:

Date received: _____

Approved: _____ Species: _____
_____ Size: _____

Permit Granted: _____ Denied: _____

Comments:

Inspected by: _____ Date: _____

DIRECT QUESTIONS TO:

Rebecca Feldberg, City Arborist
Baltimore City Department of Recreation and Parks' Forestry Division
2600 Madison Ave.
Baltimore, MD 21217
Rebecca.Feldberg@baltimorecity.gov
(410) 396-6109 or 6110

Note: All Tree Planting requests must include the "Tree Planting Agreement."